



## Select Board Meeting

Monday, August 17, 2020 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

**I. Call to Order – 7:00 P.M.**

**II. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

**III. Communications/Announcements/Liaison Reports**

**IV. Regular Business of the Board**

**A. Police Department Training – (15 minutes)**

Police Chief to give an overview of Andover Police Department training programs.

**B. Annual Town Meeting Articles - (60 minutes)**

Board to consider voting to take a position on the following articles:

Article 4	Fiscal Year 2021 Budget
Article 5	Fiscal Year 2021 Capital Projects Fund
Article 7F	Unexpected Appropriations Capital Projects Fund
Article 24	Capital Projects from Free Cash
Article 33	Zoning Bylaw Amendment – Section 5.2 Sign Bylaw
Article 34	Zoning Bylaw Amendment – Section 10 Definitions
Article 35	Miscellaneous Bylaw Amendment – Banners in the General Business District
Article 36	Establishment of Water Advisory Commission
Article 37	Dedication and Naming of Fire Station

**C. Phillips Academy – Amendment of Grant of Sewer Easement – Highland Road**

The Board to consider the request of Phillips Academy for an Amendment to the Town's existing Sewer Easement on land of Phillips Academy off of Highland Road for the purpose of relocating the Easement in connection with the construction of the new Pan Athletic Center, and to authorize the Select Board Chair to sign the Amendment of Grant of Easement on behalf of the Board.

**D. FY 2021 SCRPT Program – (10 minutes)**

Board to review Senior Citizen Residential Property Tax Work-Off Program (SCRPT) and vote on recommendation for Fiscal Year 2021.

**E. September Operating Budget – (10 minutes)**

Board to consider voting to approve the FY2021 town and school operating budgets for the month of September.

RECEIVED  
TOWN CLERK'S OFFICE  
2020 AUG 13 PM 3:00  
TOWN OF ANDOVER, MASS.

F. In-Person Select Board Meetings – (10 minutes)

Board to discuss process of returning to in-person Select Board Meetings.

V. **Consent Agenda**

A. Appointments by the Town Manager

Board to vote that the following appointments by the Town Manager be approved.

Department	Name	Position	Rate/Term	Date of Hire
CD&P – Building Division	Paul Hutchins	Alternate Local Inspector	\$40.00/hr.	8/18/2020
CD&P – Building Division	Eric Tetrault	Alternate Local Inspector	\$40.00/hr.	8/18/2020

VI. **Meeting Minutes**

Board to vote to approve minutes from the following meetings:

1. March 11, 2020 - Triboard
2. July 13, 2020

VII. **Town Manager / Select Board Goal Setting Work Shop**

Board to select dates for work shop.

VIII. **Adjourn**

***Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing [manager@andoverma.gov](mailto:manager@andoverma.gov). Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.***

***Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.***

## CERTIFICATION TO TOWN OF ANDOVER

This Certification involves the August 2020 Amendment of Grant of Easement (the "Amendment of Grant of Easement") to be entered into by in between the Trustees of Phillips Academy, a corporation organized by law and conducting its activities at Andover, Essex County, Massachusetts ("Phillips"), and the Inhabitants of the Town of Andover, a Massachusetts municipality, having an address of 36 Bartlet Street, Andover, MA 01810 ("the Town"). The Amendment relates to the relocation of the westerly portion of the Town's existing 1968 Sewer Line, described in the permanent sewer easement (the "1968 Sewer Easement") for the purposes of installing and maintaining a cross-country sewer line from Highland Road to Bancroft Road (the "1968 Sewer Line"). Said original grant is contained in the agreement entitled "Grant of Easement" dated July 16, 1968 and recorded with Essex North Registry of Deeds ("Deeds") at Book 1110 Page 471 ("1968 Agreement").

I, Robert W Lavoie, Esq., being an attorney licensed to practice law in the Commonwealth of Massachusetts, of Johnson & Borenstein, LLC, Attorneys at Law, of 12 Chestnut Street, Andover, MA 01810, certify to the Town of Andover that all necessary parties have signed the Amendment of Grant of Easement on behalf of Phillips, and further certify that upon the acceptance by the Town of Andover, and full execution, delivery, and recording of the Amendment of Grant of Easement (a copy of which is attached hereto) the Inhabitants of the Town of Andover shall, subject to the exceptions noted on the attached Exhibit A, have clear, record and marketable title, free of all liens and encumbrances.

This certification is subject to the matters shown on the attached Exhibit A.

JOHNSON & BORENSTEIN, LLC

  
\_\_\_\_\_  
Robert W Lavoie, Esq.

12 Chestnut Street  
Andover, MA 01810  
(978) 475-4488 ex. 762  
email: bob@jblclaw.com

## Exhibit A

1. Matters not of record in said Registries of Deeds and Probate as indexed, including without limitation, those encumbrances referred to in GL c. 185, §46;
2. Real estate taxes which are not yet due and payable and other real estate taxes and other municipal assessments and liens which are not a matter of record in said Registry of Deeds and any matters which should have been shown on any Certificate of Municipal Liens issued in connection with this transaction;
3. Any matter of bankruptcy or insolvency, or other debtor relief, that does not clearly appear in the indices at the said Registry of Deeds;
4. This certification does not include any certification or opinion as to whether or not the subject premises is subject to or complies or does not comply with the standards and requirements of 310 C.M.R. 15.301-15.305 (Title V Regulations);



## AMENDMENT OF GRANT OF EASEMENT

This Amendment of Grant of Easement (the "Amendment") is entered into by in between the Trustees of Phillips Academy, a corporation organized by law and conducting its activities at Andover, Essex County, Massachusetts ("Phillips"), and the Inhabitants of the Town of Andover, a Massachusetts municipality, having an address of 36 Bartlet Street, Andover, MA 01810 ("the Town").

### RECITALS

- A. In 1968, as requested by the Town, Phillips granted the Town a permanent sewer easement (the "1968 Sewer Easement") for the purposes of installing and maintaining a cross-country sewer line from Highland Road to Bancroft Road (the "1968 Sewer Line"). Said grant is contained in the agreement entitled "Grant of Easement" dated July 16, 1968 and recorded with Essex North Registry of Deeds ("Deeds") at Book 1110 Page 471 ("1968 Agreement").
- B. In connection with the 1968 Agreement, the Town prepared and recorded the plan entitled "Town of Andover -- Department of Public Works -- Plan of Sewer Easement Bancroft School May 1968 J. Avery Jr. Town Engineer", said plan being recorded with said Deeds as Plan # 5875 (the "1968 Sewer Plan").
- C. At the present time, Phillips is undertaking the construction of the new Pan Athletic Center situated to the east of Highland Road, which construction requires a relocation of the westerly end of the Town's existing 1968 Sewer Line.
- D. The parties have agreed that Phillips will be allowed to relocate the westerly portion of the Town's existing 1968 Sewer Line, all at Phillips's cost and expense, and provided the parties enter into an appropriate amendment of the 1968 Agreement.
- E. Phillips has caused to be prepared the Plan entitled "SEWER EASEMENT RELOCATION PLAN in ANDOVER ESSEX NORTH COUNTY MASSACHUSETTS DATE: JULY 15, 2020 Prepared for: Pan Athletic Center TRUSTEES OF PHILLIPS ACADEMY 5 HIGHLAND ROAD ANDOVER, MA", which is recorded herewith as Plan No. \_\_\_\_\_ (the "2020 Sewer Easement Location Plan") to indicate the proposed relocation of the westerly portion of the 1968 Sewer Line and the corresponding "Proposed 20' Wide Sewer Easement" shown thereon.
- F. The parties wish to memorialize their agreements regarding the amendment of the 1968 Agreement by entering into this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, representations and warranties set forth in this Agreement, and for other good and valuable consideration of less than \$100, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Phillips does hereby grant to the Town with QUITCLAIM COVENANTS a permanent non-exclusive sewer easement including the right to install, repair, maintain, alter, and operate a sanitary sewerage line in, into, upon, under, or across the strip of land 20 feet in width being the land shown on the 2020 Sewer Easement Location Plan as the "Proposed 20' Wide Sewer Easement". Said area is herein referred to as the "2020 Sewer Easement Location."
2. It is agreed that Phillips at Phillips' sole cost and expense shall construct within the 2020 Sewer Easement Location a replacement sewer line consisting of 8 inch PVC pipe with corresponding sewer manholes (the "2020 Replacement Sewer Line").
3. Effective upon the Andover Select Board's approval of the 2020 Replacement Sewer Line for operation and the filing of this Amendment and the 2020 Sewer Easement Location Plan at the Registry of Deeds by Phillips at its sole expense, Phillips shall cause at its sole expense the sewer flow originally traveling through the westerly portion of the 1968 Sewer Line to be re-directed into the 2020 Replacement Sewer Line.
4. After the final inspection and approval of the 2020 Replacement Sewer Line by the Town of Andover Director of Public Works for permanent operation (the "Turnover Event"), said 2020 Replacement Sewer Line shall become the sole and exclusive Property of the Town. Effective upon the occurrence of the Turnover Event, the Town does hereby relinquish and release to Phillips all of the Town's right, title and interest in and to the portion of the existing 1968 Sewer Easement containing the portion of the 1968 Sewer Line replaced by the 2020 Replacement Sewer Line (the "Former Sewer Line").
5. In connection with the Turnover Event, Phillips shall prepare and provide the Town with an as-built plan of the 2020 Replacement Sewer Line prior to the issuance of a Certificate of Occupancy for the Pan Athletic Center.
6. Following the Turnover Event, Phillips at its sole expense shall cause the Former Sewer Line to be totally decommissioned and abandoned in place.
7. It is agreed that the rights contained in the 1968 Sewer Easement for Phillips, its successors and assigns, free of charge to connect sewer facilities from Phillips' facilities and property into the 1968 Sewer Line (as affected by the installation of the 2020 Replacement Sewer Line), shall remain in full force and effect.
8. Following the Turnover Event, upon any entry by or on behalf of the Town onto the Phillips' land in connection with the 1968 Sewer Line (as affected by the installation of the 2020 Replacement Sewer Line), the Town shall restore the surface of the Easement Area to its original condition, at the Town's sole expense, such restoration to be reasonably satisfactory in

all respects to Phillips.

9. The rights granted to the Town relate solely to the maintenance of one sewer line; no other rights direct or implied are hereby granted, the easement rights being granted herein relating solely to the use of one sewer line.

10. Prior to any entry by the Town upon the Easement Area, the Town shall notify Phillips in writing giving at least 24 hours prior notice to the proposed action. In the event of emergency only, the Town may provide immediate telephone notification to Phillips' Public Safety department (978-794-4444), with fax notice sent to Phillips' Physical Plant department at (978-749-4347). All work done within the Easement Area shall be subject to all applicable federal, state, municipal and public utility regulations, including "Dig Safe Notification".


11. The rights granted herein are non-exclusive; Phillips reserves the right to utilize the surface of the Easement Area, provided that no permanent structure or other structure which inhibits the use of the Easement Area by the Town shall be constructed in the Easement Area, and no underground utilities other than those owned by the Town may be constructed by Phillips in the Easement Area without the permission in writing of the Town.

12. The sewer rights granted herein are subject to all easements, restrictions, conditions, reservations, agreements and other encumbrances of record, insofar as the same may be in force and applicable.

13. This Agreement shall be binding upon and inure to the benefit of the parties' respective successors in title.

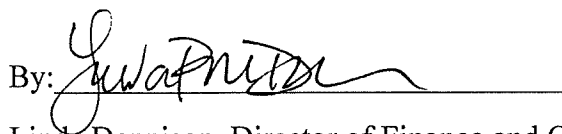
IN WITNESS WHEREOF, the parties have caused these presents to be duly executed and sealed as of the 5<sup>th</sup> day of August, 2020.

TRUSTEES OF PHILLIPS ACADEMY



By: \_\_\_\_\_

Fernando R. Alonso, Assistant Head for Operations and Finance, CFO

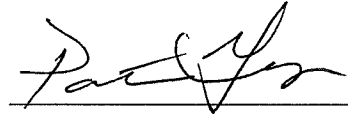


Linda Dennison, Director of Finance and Comptroller

COMMONWEALTH OF MASSACHUSETTS

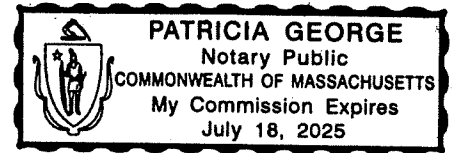
Essex, ss.

On this 5<sup>th</sup> day of August, 2020 before me, the undersigned notary public, personally appeared Fernando R. Alonso, Assistant Head for Operations and Finance, CFO proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state government agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as said Assistant Head of School for Operations and Finance, CFO on behalf of **Trustees of Phillips Academy** and as its voluntary act and deed.



Notary Public

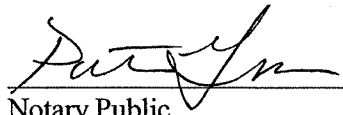
My commission expires: 7/18/2025



COMMONWEALTH OF MASSACHUSETTS

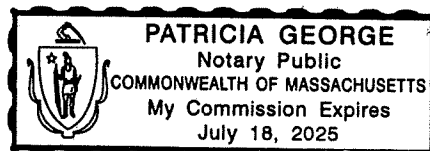
Essex, ss.

On this 5<sup>th</sup> day of August, 2020, before me, the undersigned notary public, personally appeared Linda Dennison, Director of Finance and Comptroller proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state government agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person(s) whose name(s) is/are signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose as said Director of Finance and Comptroller on behalf of **Trustees of Phillips Academy** and as its voluntary act and deed.



Notary Public

My commission expires: 7/18/2025





The foregoing is hereby agreed to and accepted for and on behalf of the Inhabitants of the Town of Andover by its Select Board Chair, having been authorized by vote of the Select Board.

Andover Select Board

---

Anne W. Gilbert, Chair

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, personally appeared Anne W. Gilbert who proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state government agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose in her capacity as Select Board Chair, having been authorized to act in that capacity by vote of the Town of Andover Select Board.

---

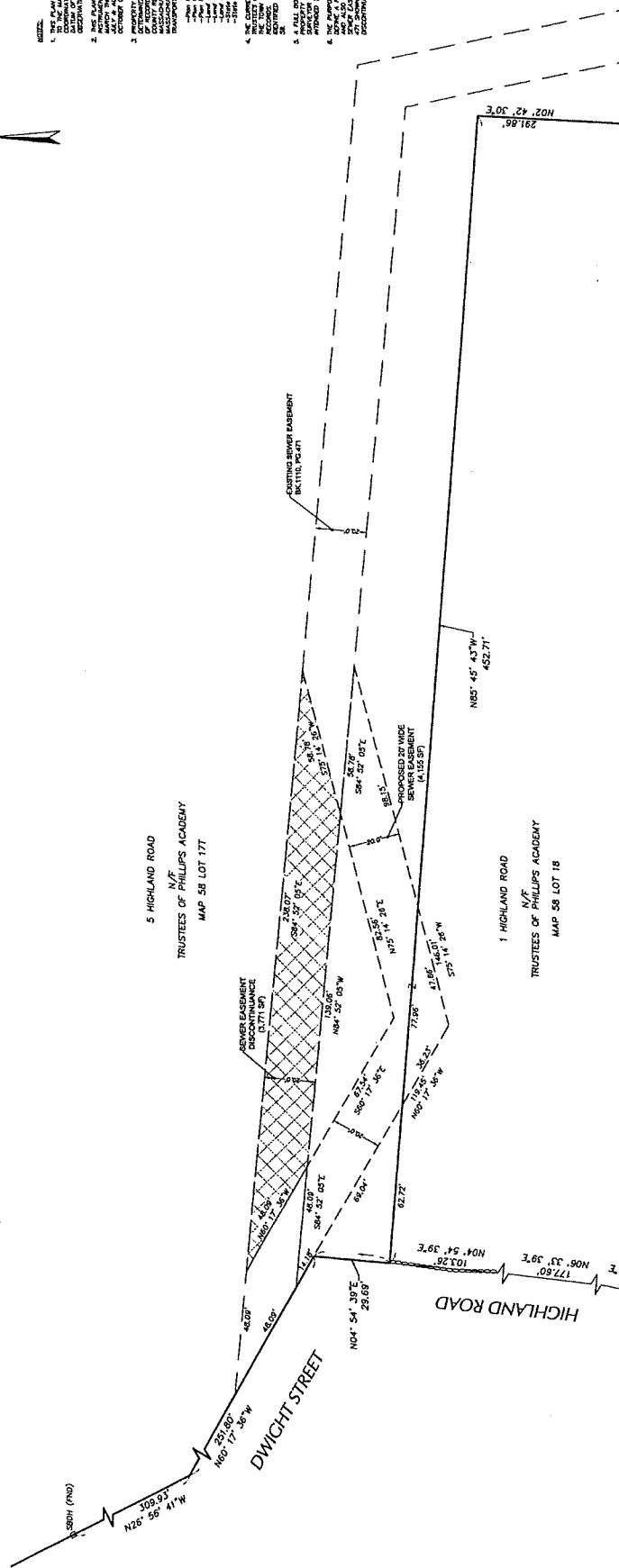
Name:

Notary Public

My commission expires:

1. THE PLAN IS EXTENDED INDIVIDUALLY TO ALL PERSONS WHOSE NAMES ARE ON THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME.
2. THE PLAN IS THE RESULT OF AN AGREEMENT BETWEEN THE COMPANY AND THE PERSONS WHOSE NAMES ARE ON THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME.
3. PROPERTY LISTS, POWER OF ATTORNEY, AND OTHER DOCUMENTS ARE REQUIRED TO BE SUBMITTED TO THE COMPANY FOR REVIEW AND APPROVAL. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME.
4. THE CURRENT RECORDING OWNER IS THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME.
5. ALL PERSONS WHOSE NAMES ARE ON THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME. THE COMPANY'S LIST WITHIN A LIMITED PERIOD OF TIME.

# — I —



I CERTIFY TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF:

THE PROPERTY LINES SHOWN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND THE LINES OF STREETS AND ALLEYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS AND ALLEYS. THE LINES SHOWN ARE NOT TO BE USED FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS OR NEW ALLEYS. SEE M.G.L. CHAPTER 81X FOR FURTHER INFORMATION.

THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

THE CERTIFICATIONS SHOWN HEREON ARE INTENDED TO MEET THE REGISTRY OF DEEDS REQUIREMENTS AND ARE NOT A CERTIFICATION OF TITLE OR OWNERSHIP OF THE PROPERTY.

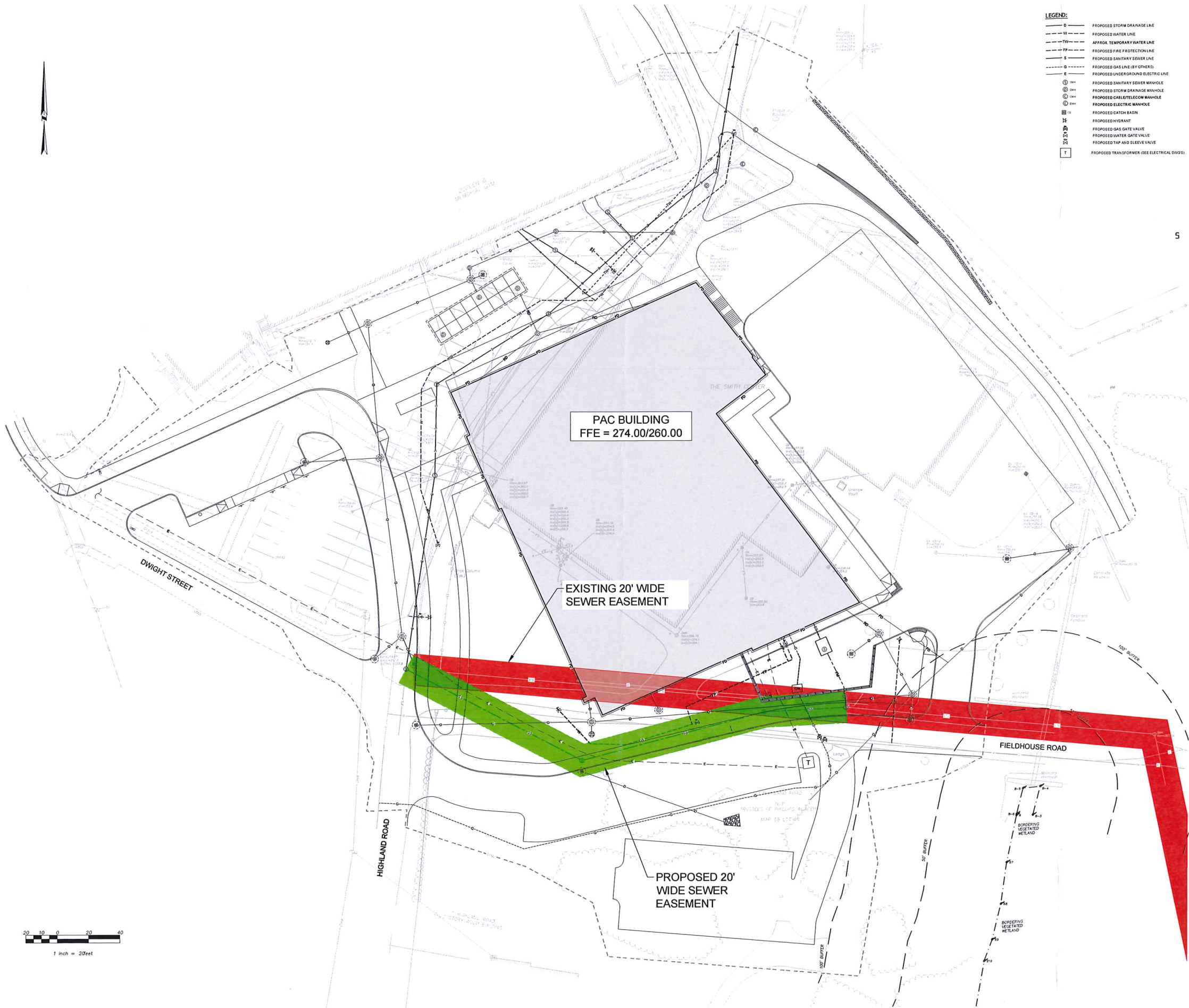
SEWER EASEMENT  
RELOCATION PLAN

in  
**ANDOVER**  
ESSEX NORTH COUNTY  
MASSACHUSETTS

DATE: JULY 24, 2020

Prepared for:  
Pan Athletic Center  
TRUSTEES OF PHILLIPS ACADEMY  
5 HIGHLAND ROAD ANDOVER, MA





- LEGEND:**
- D — PROPOSED STORM DRAINAGE LINE
  - W — PROPOSED WATER LINE
  - TW — APPROX. TEMPORARY WATER LINE
  - FP — PROPOSED FIRE PROTECTION LINE
  - SS — PROPOSED SANITARY SEWER LINE
  - G — PROPOSED GAS LINE (BY OTHERS)
  - E — PROPOSED UNDERGROUND ELECTRIC LINE
  - ⊙ — PROPOSED SANITARY SEWER MANHOLE
  - ⊙ — PROPOSED STORM DRAINAGE MANHOLE
  - ⊙ — PROPOSED CABLE/TELECOM MANHOLE
  - ⊙ — PROPOSED ELECTRIC MANHOLE
  - ⊙ — PROPOSED CATCH BASIN
  - ⊙ — PROPOSED HYDRANT
  - ⊙ — PROPOSED GAS GATE VALVE
  - ⊙ — PROPOSED WATER GATE VALVE
  - ⊙ — PROPOSED TAP AND SLEEVE VALVE
  - ⊙ — PROPOSED TRANSFORMER (SEE ELECTRICAL DWGS)

Phillips Academy – Amendment of Grant of Sewer Easement – Highland Road

Proposed Motion:

To approve the request of Phillips Academy for an “Amendment of Grant of Easement” of the Town’s existing Sewer Easement on land of Phillips Academy off of Highland Road for the purpose of relocating the Easement in connection with the construction of the new Pan Athletic Center, and to authorize the Select Board Chair to sign the “Amendment of Grant of Easement” on behalf of the Board.



# TOWN OF ANDOVER

The Senior Center

978.623.8331 (phone)

## FY21 SCRPT Program **DRAFT**

### Current Status

175 residents have completed applications. To meet the full requirement participants must work 86.25 hours at a rate of \$12.75.

FY20 there were 220 people in the program filling 164 positions. In FY21, 176 people have enrolled in the program. Currently 39 positions are active and filled.

### SCRPT Core Positions

	FY20		Fall FY21	Jan. 2021 Projection	April 2021 Projection
School Positions	17		0	0	0
Library	16		2	4	8
Town Hall	35				
Greeter		16	0		10
TM Office		5	0	3	3
Clerk		4	2	4	4
Treasurer		1	1	1	1
CD&P		3		3	3
HR/BOH		3		3	
Facilities	3		3	3	3
Sr. Center	84				(Robb Center)
Kitchen		12	4	6	10
Greeters/callers		18	0	5	16
Sr. Connections		6	3	6	6
Program Leaders		21	4	4	15
MOW		13	13	13	13
Med Trans		11	5	8	10
Data		3	1	1	3
Other Positions	3		1	1	3
	<b>158</b>		<b>39</b>	<b>65</b>	<b>108</b>

### COVID-19 Program Recommendations:

FY21 is a challenging year for the SCRPT program. The program has lost over 60 positions and is unable to sustain the number of applicants. The guidelines below were established with the intent that the program would support Andover seniors with the greatest financial need while also maintaining those that have been committed to the program for 10+ years. Below are recommendations for the FY21 program.

- For FY21 the max number of positions set at 100. (This will require furloughing 75 applicants.)
  - If the current state of closures reverses in January 2021, consideration will be given to bringing back the furloughed workers provided positions are available.
- Income and asset guidelines would be imposed. Income should not exceed \$75K for individual and \$90K for a couple. Participant's assets (except primary home) are capped at \$200K (including real estate and bank accounts).
  - Verification of income is made through review of the 2019 Federal Tax Return.
  - Consideration is given to residents with excessive medical expenses or have used income to make home improvements or modifications in order to remain in their residence.
- Longevity recognition is given to applicants that have participated in the SCRPT program for 10 or more years.
- Certain positions (MOW, Med Trans) have continued during the pandemic. Any worker who has completed 10 or more hours prior to August 31, will continue in the program for the remainder of the fiscal year.
  - Participants who have completed less than 15 hours will be offered an equivalent abatement of their hours worked, or will be invited to donate those hours to the SCRPT bank.
- All participants must be willing and able to return to a position upon reopening of Town buildings, and are required comply with all COVID related personnel policies (i.e. travel, masks, social distancing).
  - If the resident is able to return but there is no position available, they will remain in the program and be assigned a job as one becomes available.
  - Residents who chose not to work or are unable to start work, will be furloughed.
  - SCRPT workers are required to sign a waiver of Covid-19 liability.
- Any participant traveling for more than 2 weeks or to a high-risk State during the FY21 program would be subject to being furloughed from the program.
  - The travel policy is waived if the participant has completed their required hours.
- Only one person per household is permitted in the program.
  - If spouses are currently working, the completed hours of the worker leaving the program would be transferred to the spouse continuing to work.
- Establish a **SCRPT Hours Bank**. Participants who exceed their hours but continue to work will have their extra hours moved to a bank. These hours will be reallocated according to a set of guidelines for workers who are unable to complete hours.
  - Recipients of the hours bank must have made a conscious effort to complete their hours. It is expected that they will have accumulated 43 hours before becoming eligible for the bank.
  - Participants who experience an unexpected health issue that prohibits them from working are eligible for the bank. However, they must have completed 21 hours prior to requesting the hours.
  - If there are not enough hours in the bank to cover unworked hours, participants will be credited hours based on most hours worked.
- Participants are not guaranteed to meet the 86.25 hour requirement.



**Future Recommendations**

- Set the limit to the number of positions at 200.
- Income/asset guidelines based upon a tiered approach to fill all vacancies.
- Allow a proxy volunteer to enable the most-frail resident to be part of the program.
- Maintain the SCRPT hours bank and allow the unclaimed hours to rollover into the next year.
- One person per household.

---

---

**Triboard Meeting**  
**Select Board/School Committee/Finance Committee**  
**Wednesday, March 11, 2020**

---

**I. Call to Order/Roll Call**

Chairwoman Gregory called the Triboard Meeting to order at 7:04 P.M. in the School Committee Meeting Room in the School Administration Building. Present from the Select Board: Annie Gilbert, Chris Huntress, Dan Koh, and Alex Vispoli.

Finance Committee Chair Eugenie (Janie) Moffitt called the Finance Committee to order. Members present from the Finance Committee: Linn Anderson, Bojay Taylor, Paul Monticello, Spiro Christopoulos, Paul Russo, Mary Ellen Logee, Andrew Betts, John Barry

School Committee Chair Joel Blumstein called the School Committee to order. Present from the School Committee: Tracey Spruce, Susan McCready, and Shannon Scully.

Others Present: Town Manager Andrew Flanagan, Superintendent Dr. Sheldon Berman, Asst. Town Manager Patrick Lawlor, Finance Director Donna Walsh, and Paul Szymanski, Assistant Superintendent for Finance and Administration. The meeting was duly posted and cablecast live.

**II. Opening Ceremonies/Moment of Silence/Pledge of Allegiance**

The meeting began with a Moment of Silence followed by a Salute to the Flag.

**III. Presentation of FY2021 School Department Budgets/CIP**

Mr. Blumstein gave an overview of the budget. This budget means the Town Manager's proposal of having a 3.86% increase. The Chapter 70 came in significantly less than expected – the Town Manager projected a 4% in Chapter 70. Governor's proposal is under 1.5%. Even though there is a new Student Opportunity Act, the bulk of the money is going to the poorer urban districts – as it should. After FY22, we should most likely expect to get the minimum of state aid. The SC will be putting forward a warrant article for Town Meeting for a supplemental increase of \$212,000 to cover unforeseen expenses during this school year.

Dr. Berman reviewed the school district facts. Enrollment is stable with a slight decrease at the middle school level. What has stabilized is the percent of students on free and reduced lunch which is about 10% unless we head into a recession. ELL population has leveled off – back to the FY16 numbers. These students have performed very well in state tests. We have leveled off at class size for the most part – which is about 21 student/class resulting in performance increases. MCAS increase in scores has been significant. We were able to intervene early at various students' grade level which helped performance. Significant changes, in particular, in

Students with Disabilities have reduced the percentages to single digits. There have been significant interventions as all grade levels with our programs.

The district invested in a new high school schedule which created year-long courses. 84% of teachers said that H Block was very effective; 77% of students felt the same way. This helped with student learning. The district is building on having more in-district programs for Special Ed students. The Out of District (OOD) placement has also been affected – although at this time the number is at 89 students. SPED transportation both in and out of district has risen dramatically over the last couple years due to contracts; regular education costs has gone down. We have also had some unexpected situations and had to add 5 vans in-district (\$630,000). For all units, it is almost a 1.5% increase overall in the budget-- without any COLA - for step and track changes. Legal costs have gone up substantially this year (14 grievances in process, injunction costs, etc); homeless transportation has gone up; athletics program's revenue has decreased mainly due to scheduling games because of Triple E virus concerns. We had some budget increases in special education staffing for the Bridge program. Also, we have added staffing for students, in particular for those individuals with emotional and physical disabilities which has skyrocketed. Transition programs have been created for students to re-enter the district due to OOD student disabilities. We've created a Tier 3 program piloted at Doherty, the 3 tiers of intervention: core, supports in the classroom and exceptional supports provided by additional specialists.

Some of our initial priorities were to increase the following: Human Resource staffing; AHS SPED Program Head; AHS Tier 3 Program teacher; Elementary Math Coaches; Custodial Supervisor; Registered Behavioral Technicians; MS Math Specialist and AHS Technology Manager and adding busses to eliminate second runs. State aid added \$300 million to Chapter 70, but 15 districts received 85% of available statewide Chapter 70 aid, we were not one of those districts. This was a significant difference in anticipated aid to this district. Our minimum contribution grew more than the Foundation Budget (2.5% vs 1.55% increase). The decrease in enrollment did not affect the minimum contribution – which we did not anticipate. The legislators didn't project what state aid we would be receiving this year. Ms. Moffitt noted that we will need to rethink our assumptions going forward. Mr. Blumstein noted they have reached out to the local state representatives for assistance. We have a level service budget, these are the additions are a Bridge teacher, added a teacher for the Tier 3 program and 2 buses to eliminate second runs. There are bus routes with 2 runs – consisting of 6 buses. This creates an equity and financial issue. IAs must be paid to wait for students for those second runs and often teachers have bus duties. Four of the five elementary schools and middle/high schools now have second runs. Time could be better used, so we would like to eliminate the 2<sup>nd</sup> runs which will make the system efficient. Also, there is only 1 bidder for the transportation contract so competition isn't there and not any other viable options.

Dr. Berman continued and explained the FY20 unanticipated OOD student placements. He explained the Town Meeting article they recommend would be for \$212,000 which will offset this year's unexpected costs. The district is also applying for extraordinary relief which is state aid for circumstances like this. If assistance is given, then the school district won't need the

Town Meeting article – but Dr. Berman stated we won't know this until May. Ms. Scully stated that the SC discusses each year how much money to keep in the circuit breaker as a responsible level which is now \$500,000. However, this year the district had this an unanticipated expense. Therefore, the SC for this year would hope to recoup some of that expense in the form of a TM article of \$212,000 –coincidentally the same amount the Town received in Chapter 70 aid this fiscal year.

Dr. Berman discussed the elimination of Full Day Kindergarten tuition. When we received the notice of State aid, there was a close look of where we now stand. There are a number of factors that influence the Foundation Budget – enrollment, wage adjustment, inflation, property value, income, and municipal revenue growth factor-which rose. Part of the DOR Municipal Growth Factor was partially because of the gas explosion crisis.- a one-time issue.

Our estimate is of FY22 Foundation Budget will be \$68,600,000. The Municipal Growth Factor increases the town contribution. The better the town does, the less aid you receive. The Committee is committed to discontinue full day kindergarten tuition for 2020-2021 school year (2021). The contingency is \$90,000 in the revolving budget that should be a cushion for next year. Ms. Scully stated that part of the plan was to spend all the reserve in the revolving account. Instead the SC will not spend all of the reserve and instead spend \$90,000 in the FY21 budget and save some for the FY22 budget.

The Town Manager stated the biggest variable is new growth which he projects 4.5% that will have the greatest influence on the state aid formula. Ms. Scully noted that the estimate of \$68,600,000 is the estimate with a move to tuition free for Full Day Kindergarten. If we didn't move to FDK, that number would be less. The mechanics have not changed in the Student Opportunity Act. Dr. Berman added the formula has been consistent since 1993. The Town Manager noted this represents the total money in Chapter 70 aid. The entire increase in Chapter 70 will offset the costs of providing free ADK and the rest of the increase in revenue will offset everything else.

Spiro Christopoulos stated there seem to be a potential possibly for some deficit. He would like to see creative approaches to reduce this number and see some trades in future budgets. Dr. Berman said he wanted to remind the members that as a base this can be done, but there will be a 2% increase for free ADK. Mr. Betts inquired if the school department had any idea if there are any significant increases in OOD for next year. Dr. Berman said he was not aware of any at this date, they can only build in potential placements. However, the Coronavirus issue may present a myriad of expenditures that the district isn't anticipating. That is an unknown in how long or how much that will be and staffing overtime issues may be a result. The school district has already purchased special equipment to sanitize the schools and additional custodial help will most likely be needed.

The Town Manager said the Attorney General's office hosted a call with all city and town solicitors to discuss what type of relief they may need for the continuity of operations into the new Fiscal Year. This is total uncharted waters. He hopes to have more information in the following weeks. Ms. Moffitt asked about the OOD meetings and whether they will continue –

as those meetings were very helpful in understanding and seeing some of where the costs came from. Mr. Szymanski will be setting up a meeting. One last point, Dr. Berman stated that he would like to set up a revolving account at Town Meeting to take in revenue for professional training hosted in the district.

Ms. McCready acknowledged and thanked Joel Blumstein for his many years in service in the SC as a member and Chair. He will be stepping down after the March elections.

#### **IV. Adjournment**

The Select Board on a motion by Annie Gilbert and seconded by Chris Huntress voted to adjourn.

The School Committee on a motion by Susan McCready and seconded by Tracey Spruce voted to adjourn.

The Finance Committee on a motion by Paul Russo and seconded by Andrew Betts voted to adjourn. At 8:24P.M. the Triboard Meeting was adjourned.

Respectfully submitted,  
Alison Phelan -Recording Secretary

**Select Board Meeting**  
Monday, July 13, 2020  
Regular Meeting  
Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

---

**I. Call to Order**

Chairperson Laura Gregory called the meeting of the Andover Select Board to order at 7:05 P.M. via Web-X. Participating remotely from the Select Board: Alex Vispoli, Annie Gilbert, Dan Koh, Chris Huntress and Laura Gregory.

Others participating remotely: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Assistant Town Manager Patrick Lawlor, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

**Tonight's meeting is completely virtual. Residents can call in at 311 or 978-623-8311 or email [manager@andoverma.gov](mailto:manager@andoverma.gov)**

**II. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

The meeting began with a Moment of Silence in memory of Kathy Hess a long-time resident of Andover who contributed to many committees and boards. The Moment of Silence was followed by a Salute to the Flag.

**III. Communications Announcements Liaison Reports**

Austin Simko reported that the response rate to the Federal Census for Andover is 76.2% which, although a high number, the ultimate goal is 80-95%. They will continue pushing forward connecting with residents to complete the census. [www.20census.gov](http://www.20census.gov)

Today, Governor Baker signed into law sweeping changes on elections that effects the fall election (September primary, November 3rd General Election) which creates three-ways for residents to vote: in person voting on Election Day, in-person voting during an early voting period Saturday August 22-Friday August 26<sup>th</sup>, and the third way is to vote by mail. Early voting by mail will start immediately. On Wednesday, July 14<sup>th</sup> The State is mailing an application to every resident so they can vote early by mail. Completed applications can be emailed to the Town Clerk's Office, mailed in, or dropped off at Town Offices.

Annie Gilbert reported that the West Elementary School Building Committee is hosting a public forum on Monday, July 20<sup>th</sup> at 7:00 P.M. The architects from SMMA will provide an overview of the cost, design of building, timeline of next steps, enrollment, size of building, etc. The forum will be available on Andovertv.org or on Comcast or Verizon public channels.

Alex Vispoli attended a meeting of the Economic Development Committee (EDC) last week. The EDC is preparing an update of the Master Plan and will be working on the branding assessment of Andover and opportunities to enhance the brand.



Laura Gregory received positive feedback on the outdoor dining feature for our local restaurants. She also said that the process for completing the 2020 census is very quick and simple. Residents who have a census code, but have not completed the census yet, should and those who do not have a code should go to the website for assistance.

#### **IV. Regular Business of the Board**

##### **A. Overview of Andover Collaborative Support Services (ACSS) Division**

Town Manager and Sobhan Namvar provided an overview of new division, Andover Collaborative Support Services, and an update on the upcoming Community Forum on Anti-Racism and Inclusion. The Board invites the public to send their thoughts to [InclusiveAndover@andoverma.us](mailto:InclusiveAndover@andoverma.us)

There has been much discussion on racism in the community and the response over the past six weeks which has led to a lot of eye-opening conversations. In order to effectively respond to a community's desire to have a discussion and actual change, there is a need to have a division with a specific charge of looking at anti-racism that will serve as a Launchpad. The Town Manager said they will have a mechanism in place that will be shaped by public input. The whole process is about listening, and in many aspects, this is the beginning of a much larger community discussion.

Sobhan Namvar was appointed as the Community Coordinator for the Town in October 2013 in response to the opioid addiction situation. Based on his professional training and educational background he was chosen to lead the Andover Collaborative Support Services Division. Two primary functions of the program are Wellness/Recovery and finally, Andover Diverse. One of the functions will be to establish a Commission to engage stakeholders across the community who will work hand in hand with him.

The division will be fully-funded through the FY-21 budget by pulling resources from other departments. There are no increases in FTE's, however, they will contract with some clinicians to provide wellness and recovery services. Overall, the cost to the average taxpayer is \$8.72 that funds both Wellness and Recovery and Andover Diverse.

As the Community Coordinator for the Town of Andover, Sobhan feels fortunate to be chosen to take on this position to create a community support service that will reflect wellness, diversity, inclusion to combat the stigma of racism, and echo social justice by supporting individuals and families to the appropriate level of care. They will create a drop-in-center, work with first responders, and have the difficult conversations which is a major part of this work. Andover has the highest number of police referrals for treatment in the Commonwealth (excluding Boston) and a significant increase in number of private health services.

Sobhan provided information on the many aspects of the division and how they will go about accomplishing their goals. Sobhan's presentation will be made available on the Town website. The Public Forum scheduled for July 29<sup>th</sup> will be followed by facilitated break-out session as a first step.

The members of the Board thanked Sobhan for his thoughtful presentation and look forward to moving forward to address the many issues on diversity, racism, social justice and provide

support to the community. The work of this Division will continue indefinitely to communicate all different perspectives in town.

Chris Huntress asked that as we go forward with this new venture and if Sobhan does not have the resources he needs, that he come back to the Board to identify the needs to make the mission successful. Annie Gilbert is very optimistic that Sobhan will be successful in moving forward and with all of what he has outlined. Alex asked that they think about how does this type of thinking gets employed cross functionally and internalized across the organization. The Town Manager said that as Sobhan assumes this position he will be working across departments and the values shaped through this effort will be engrained through all departments moving forward. Laura Gregory intends to continue to involved in this in any way she can, it is a priority for her. She sees the role of this department as evolving.

The Town Manager shared email questions received from the community.

#### B. Retirement Board Interviews

The Board interviewed six of the eight candidates who applied for the Select Board's appointment to the Retirement Board: Thomas Hartwell, Aiden Forde, Richard Howe, Jagat Parekh, Stephen Schardin, and Joseph Scholtz. Stanley Cooper did not interview, and Brian Masterson withdrew. The Chair thanked all of the candidates who stepped up to apply for this opportunity. Each of the candidates had 10 minutes to respond to the following questions by the Board: Briefly tell us about yourself and what interests you in serving on the Retirement Board. What do you know about the Board, and what experience or background do you have that would be helpful to the Retirement Board.

Thomas Hartwell: Tom has been involved public accounting and in pensions for most of his professional career and trained in reading actuary reports. He has been trying to address the problems with our pension plan which is one of the worst in the state. He has been on the Retirement Board for the past 6 years working hundreds of hours to improve the plan, offering a number of recommendations for reform. The rate that we use helps to determine the discount rate we get. The Town has done the right thing by setting the discount rate at 6.25% which he has recommended to the Retirement Board to set.

Aidan Forde: Aiden moved to Andover a few years ago, and interested in giving back to the community where his kids will grow up. This opportunity aligns perfectly with his background in public retirement systems. As a new member of the community, he has been reviewing reports but would love to learn more about to see if there are ways he could contribute. His experience in investment management business, relationships with institutional type investors and consultants would be a benefit he brings to this position. He has worked with different pension systems at the state and local levels across the country and recognizes many of the challenges public systems face today. Has broad knowledge of many of the challenges pension systems are faced with today.

Richard Howe: Served 6 years on the Andover Finance Committee (FC), and has worked with municipal systems and state pension and knows how the system works. As a member of the FC he drafted a report and submitted it to the Selectmen and FC in 2007. Andover had been receiving a 9.7% return as compared to the PRITT Fund of 11%. Lowering the discount rate is a sound one. He knows that there is increasing concern with the OPEB deficient prompting our need to fund our plan as quickly as possible to maintain and hopefully reduce the number of years until we are fully funded. He has had concerns about the actions of the Retirement Board over the past 3 years. It is not as dire as portrayed, the PRITT fund is a strong alternative and we have expert consultants who can provide information. He has been disappointed in Andover's failure to fund over 3%. The critical role of the Retirement Board is to maintain the Town's financial base and to address the concerns, moving as quickly as possible to be fully-funded.

Jagat Parekh: Jagat has been a resident of Andover for the past 5 years, he is a software engineer and manages a synopsis business. He has reviewed reports of the Retirement Board and is concerned with the losses over the past few years while there has been a strong return in the stock market. He has a background of financial and management. manages multi-million dollars in assets, and can contribute with a fresh set of eyes.

Stephen Schardin: Steve is a 35-year resident who now has the time to participate in the Andover Community. His 30-years in financial positions in investment firms working with 300 of the largest funding managers, and a president and CEO managing large developments. The Retirement Board has problems with unfunded pension requirements. He could bring creative ideas to the table to make up some of the unfunded liabilities, he understands asset allocation, risk, and is not sure how Andover will make up the unfunded liability on this path they are on.

Joseph Stoltz: As a resident of Andover for over 40 years, he and his wife have both been involved in the Andover Community. Now that he is retired, he has more time to offer to the community and could provide a different perspective and understanding. As a federal retiree, he believes in retirement programs and that we have a fiduciary responsibility on behalf of the citizens. We are missing out on the rate of return to pay off the funding balance. He has reviewed some of the reports and thinks the assumption with the economy will be very difficult to get the rate of return expected. The rate of the fund are all mid-caps. He has a lot of financial, economical and management level background at the federal level with a PhD in Economic Growth & Development and a Masters in HR Development.

At the conclusion of the interviews, the Board discussed the qualities of the six candidates for the open position on the Retirement Board that the Select Board chooses.

Alex Vispoli: Mr. Hartwell stands out because of his background and the way he has handled himself for the past several years that he has been on the Board. Annie Gilbert: There are two members of the Retirement Board elected by retirees and two municipal appointees side (includes Select Board), the 5<sup>th</sup> member is chosen by the other four members. We need to continue the discussion on funding our obligation and the % of tax dollars that go towards the contribution to our pension obligation, and appoint someone who has professional expertise and experience, therefore she also supports Tom Hartwell.

Dan Koh: Appreciates the perspectives shown today by the candidates which is a testament that many of the town residents are willing to step up. Important that we keep the human element, and this is beyond just pure numbers. There are many ways to close the pension liability gap, but we need to acknowledge the ramifications to retirees. He heard a lot of conversation about numbers, he did not hear a lot of conversation about people, and people need to retire with dignity. All of the candidates we heard from could do a great job, but he hopes that whoever is chosen, we keep in mind that the pension system exists to help people in their retirement. Chris Huntress: It is encouraging to see this type of interest from our residents and he appreciates all the work Tom Hartwell has done over the years in this position and the creative ideas he has offered. He would support reappointing Tom Hartwell for the position; he has served over the past 6 years. Laura Gregory: One of the issues that is going to be first and foremost is looking at reforms available to new hires in the system. That decision is not one based entirely on financial analysis. The RB has a professional manager and she has a concern that when you have a member of the Board competing with a professional manager. Town Employees do not get social security and this pension is not in an addition to Security, but in place of. Municipal finance is a very different beast and there have been circumstances in the past to take steps that are contrary to law in the municipal finance area.

Alex Vispoli moved that Tom Hartwell be appointed as the Select Board's appointee to the Andover Retirement Board. Annie Gilbert seconded the motion. Roll call: A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y. Motion passes: 5-0.

#### C. COVID-19 Update

The Town Manager reported on the process begun to re-open public facilities in accordance with the Governor's directives. Andrew thanked Kathryn Forina and Patrick Lawlor who have been invaluable in ensuring minimal point of contact for residents coming to Town Hall.

Mike Lindstrom, who has been leading the overall implementation of the back to work plan with the Task Force, said they executed a series of activities, programs, and services coordinated with town departments and school administration. They are beginning the 2<sup>nd</sup> week of the Summer Program at South School and WMS with over 40 students attending. Pomp's Pond is open in a decreased capacity and is being heavily utilized. On Monday, they have 8 participants in the Adult Day Program at Dundee Park attending part-time. School and public playgrounds and fields are open and utilized within the guidelines set by the Governor. Each user group files safety plans with Andrea Zaimes. Currently Town Offices are working at 50% of capacity and the other work 50% at home. They have implemented an online screening tool for employees to take before coming into the workplace. They are working with the School Dept. to implement this screening tool for school staff coming in the fall. They are working with the Customer Service Center and bringing staff outside to meet residents who do not want to enter the building. Town Staff will be increased in early August and within the Governor's guidelines. We are very proud of all the departments for their collaboration.

D. August Operating Budget

The Town Manager reported that because we did not have an Annual Town Meeting by July 30<sup>th</sup> we are required to submit a month-to-month budget not more than 1/12 of last year's budget. The August budget number has been reviewed with the School Superintendent and School COO who determined that the budget number is sufficient. Costs due to the COVID are being charged off to the COVID account and reconciled at a future date. Finance Director Donna Walsh reported on July's budget number of \$17M and the August Budget of \$30,056,287 which includes \$13M for the August 3<sup>rd</sup> pension assessment as well as \$82,000 for Andover Cable TV.

Chris Huntress moved that the Select Board to approve the 1/12 budget for August 2020 as presented and to authorize that the Finance Department to submit the 1/12 budget for to the Department of Revenue for approval. Alex Vispoli seconded the motion. Roll call: A. Gilbert-Y, D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, L. Gregory-Y. Motion passes 5-0.

E. Town Manager and Select Board Goals Update

The Town Manager provided an update on the Town Manager / Select Board strategic goals and thanked all of the senior management for their work over the past six-months. The Budget Revenue Task Force met and did a great job at looking at revenue recommendations.

Goals included:

Long Range Financial Planning, Citizen Response Management and Engagement, Capital Improvements, Downtown Andover and Historic Mill District, River and Open Space Access, Energy and Sustainability,

1. Develop a revenue recommendation for the FY2021 Operating Budget; 2. Develop a budget so that the annual increase in the average tax bill does not exceed that of the ten tax and to provide a public process; the biggest driver of the budget was pension funding. Andrew recommends having the task force attend a meeting in the fall.

First employee contribution towards employee deficit in Andover. New employees contribute 1% of their wages to unfunded liabilities (ULO).

Citizen Response Management & Engagement: activated 311 call in, staffed and used by residents. Gathering follow-up on concerns by residents.

Make appropriate recommendations through CIP. Fall CIP includes improvements for improvements for Town Hall Offices.

Establish efficiencies through collective bargaining with all administrative positions in the town with shared job descriptions so employees can work across departmental lines. COVID has forced us to do that a little bit, but we have learned there are a lot of efficiencies to be gained using this approach and it is great to see employees working hand in hand in different departments.

Development of a Performance Management System by Fall 2020.

Development and disseminate Citizen Survey: Completed with a good response, results have been partially presented to Town Government Study Committee.

Capital Projects:

Maintenance Facility has served as a central command station during winter storms.

Construction & renovation of Senior Center: The project is on schedule and expected to finish on time. Ballardvale Fire Station is on schedule and on budget.

Develop Plan for Implementation of Town Office space, customer service area and user experience improvements. Audi

Begin to implement Gas Disaster Recovery Plan. Sidewalks and pavement improvements are all underway, however the Downtown area will be delayed. Plans for new sidewalk installations using \$950 in free cash is on hold for approval at Town Meeting.

Historic Mill District: Hardscape improvement project is at 7% design and topography areas are being addressed by Engineering and Planning. Green areas, including rain gardens and tree canopies, are being researched.

Disposition of the Old Town Yard: This has been a long process with dozens of meetings. They are ready to move forward with an RFP for redevelopment of the area for voter approval at Town Meeting.

River and Open Space Access: Developed a budget and completed a design. Significant part of the process will be permitting and will take several months.

Energy & Sustainability: Sustainability Coordinator Joyce Losick-Yang has done a phenomenal job leading state-wide discussion on what municipalities should be doing on this front and has become a leader in the field. Climate action plan will require additional resources and funding has been included in FY-21 budget.

Community Aggregate Option: Community Aggregation Broker has been selected and Mike Lindstrom facilitated the process and has continued to hold remote public forums and are on pace to seek approval at Town Meeting in September.

Explore opportunities: to invest in Climate Resiliency Awareness

There are applications ending with the state and they are hopeful they will get funding in one of the project put forward.

Develop Scope/Plan for Street Tree Program: Mike Lindstrom wrote a grant and was awarded 30K grant for the Street Tree Program and an RFP with work beginning in August with additional fund pending approval at Town Meeting.

List of opportunities and accomplishments during 2019-2020

Successful management response to EEE Summer of 2019.

Successful response to COVID-19.



Acceleration of water main replacement program has been hugely successful.  
 Continued process improvements and administrative efficiencies.  
 Negotiated an accrued leave/vacation balances reduction with Town' unions for a reduction of 53 weeks of accrued paid time off given back to the Town.  
 Continued response to national and local incidents related to racism; development of town division dedicated to diversity and inclusion.  
 Implemented outdoor dining and expedited permitting and licensing during Phase 2 of the Governor's Re-Opening Plan.  
 Resolved disconnect between highest level of goal setting to the workers on the frontline.  
 Created strategic framework with all employees involved in the goal setting process.  
 Andrew very much appreciated the efforts of Chris Cronin and his team in keeping the downtown area looking great this summer, painting of lamp posts, hanging flower baskets.

Board members thanked the Town Manager for the great job he and his team have done this year to meet the goals while facing several crises.

## V. **Consent Agenda**

### A. Appointments by the Select Board

Annie Gilbert moved to approve the appointment and reappointment of Election Officers as printed in the consent agenda and as recommended by the Town Clerk, and further approve that the Town Clerk may from time to time appoint from among the Election Officers such Wardens, Deputy Wardens, Clerks, Deputy Clerks, Inspectors, Deputy Inspectors, and Tellers to the various precincts as he deems appropriate, effective July 15, 2020. The motion was seconded by Dan Koh. Roll call: A. Gilbert-Y, C. Huntress-Y, D. Koh-Y, A. Vispoli-Y, L. Gregory-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Town Clerk	Mary Jane Bausemer	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Champa Bilwakesh	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Jeanne P. Delisio	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Jack Hall	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Vecenza Johnson	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Ellen T. Marcus	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	James J. Redmond	Clerk	\$10.25/hr	7/1/2020
Town Clerk	Judith T. Reghitto	Warden	\$11.25/hr	7/1/2020
Town Clerk	Maryann Sadagopan	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Kathleen M. Salvi	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Susan A. Schwarz	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Marilyn P. Wicker	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Lora Bates (Williams)	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Patricia Boutin-Skene	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Gail A. Demaso	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Rhonda Fisher	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Norma A. Gammon	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Ann Grecoe	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Lois Kelly	Deputy Inspector	\$9.25/hr	7/1/2020

Town Clerk	Gerda Mosca	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Walter W. Salvi	Warden	\$11.25/hr	7/1/2020
Town Clerk	James Sellers	Clerk	\$10.25/hr	7/1/2020
Town Clerk	Patricia Simpson	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Margaret Tenczar	Inspector	\$9.25/hr	7/1/2020
Town Clerk	George Thomson	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Kevin Twohig	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Nancy Vogel	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Myrna Zetlan	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Rita T. Arsenault	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Delores J. Cleland	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Denise S. Doherty	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	John Doherty	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Kathleen Dolan	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Joan M. Lemieux	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Mary Mcgettrick	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Nancy Mitchell	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Calvin G. Perry	Warden	\$11.25/hr	7/1/2020
Town Clerk	Peter H. Schwind	Clerk	\$10.25/hr	7/1/2020
Town Clerk	H. Francis Rittershaus	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Suzanne Soo Hoo	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Mary Kate Allard	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Constantine Basilakis	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Nancy Buckley	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Cynthia Campbell	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Christine Curran	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Eleanor A. Everett	Warden	\$11.25/hr	7/1/2020
Town Clerk	Alice E. Friedenson	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Robert Friedenson	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	John Gardner	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Carol Hopkinson	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Susan Hunter	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	MaryRuth Luther	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Kenneth Ozoonian	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Julie E. Pike	Clerk	\$10.25/hr	7/1/2020
Town Clerk	William Profenna	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Nancy Simili	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Susan Wartman	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Mary D. Barry	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	David Cleary	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Suanne C. Dillman	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Maureen A. Finneran	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Wendy Cassidy-Grobick	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Charles H. Heseltine	Warden	\$11.25/hr	7/1/2020
Town Clerk	Geraldine Jacobson	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Phyllis A. Jardine	Deputy Inspector	\$9.25/hr	7/1/2020

Town Clerk	Shirley E. Kountze	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Lynn M.R. Landry	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Joanne Lepine	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Genee Morrissey	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Shiva Sheel	Clerk	\$10.25/hr	7/1/2020
Town Clerk	David C. Tomlinson	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Judith F. Birtles	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Cynthia Cohen	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Dianne E. DeLucia	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	James Demaso	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Alexandra Driscoll	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Abigail Harris	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Christine Hayward	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Nancy Mulvey	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Joy Sapienza	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Gisella Spreizer	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Cynthia Stoltz	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Robert E. Willard	Warden	\$11.25/hr	7/1/2020
Town Clerk	Marian C. Bicking	Warden	\$9.25/hr	7/1/2020
Town Clerk	Robert Decelle	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Patricia Donohue	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Nancy Earnley	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Marilyn Fulginiti	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Denise Gentile	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Yvette Goulet	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Jennifer Hickman	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Paul Hickman	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Dorothy Hollenbeck	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Elizabeth A. Kochakian	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Sharon Magnuson	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Sandra Minkkinen	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Dorothy S. Morrissey	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Judith Norton	Clerk	\$10.25/hr	7/1/2020
Town Clerk	Jeanne S. Paskowsky	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Gail Ralston	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Evelyn A. Retelle	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Ivy Rabinowitz	Warden	\$11.25/hr	7/1/2020
Town Clerk	Charlotte Taylor	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Helen Waldruff	Inspector	\$9.25/hr	7/1/2020
Town Clerk	David W. Brown	Warden	\$11.25/hr	7/1/2020
Town Clerk	Donna Cooper	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Donnabeth Dooley	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	George Fulgniti	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Suzanne Hornick	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Judith Lugas	Clerk	\$10.25/hr	7/1/2020
Town Clerk	Remi Machet	Pollworker	\$9.25/hr	7/1/2020

Town Clerk	Deborah K. Moskal	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Marcia S. O'Donnell	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Howard Rabinowitz	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Catherine A. Robie	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Linda Salzman	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Delia Strobel	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Gloria Wager	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Howard Zetlan	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Justine Croteau	Deputy Clerk	\$9.25/hr	7/1/2020
Town Clerk	Sandra DiVincenzo	Deputy Warden	\$9.25/hr	7/1/2020
Town Clerk	Luan M. Giannone	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Jane Gifun	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Joseph Gifun	Inspector	\$9.25/hr	7/1/2020
Town Clerk	Phyllis E. Herskovits	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	George Kakrides	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Pamela Mitchell	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Paul Ordman	Warden	\$11.25/hr	7/1/2020
Town Clerk	Carolyn Page	Deputy Inspector	\$9.25/hr	7/1/2020
Town Clerk	Mildred M. Raymond	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Lisa Reid	Clerk	\$10.25/hr	7/1/2020
Town Clerk	Ruth N. Shapiro	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Randall L. Hanson	Pollworker	\$11.25/hr	7/1/2020
Town Clerk	Maurice Y. LaBarre, Jr.	Pollworker	\$11.25/hr	7/1/2020
Town Clerk	Alice Pincus	Pollworker	\$11.25/hr	7/1/2020
Town Clerk	Anthony Sofia	Pollworker	\$11.25/hr	7/1/2020
Town Clerk	Ken Veznaian	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Audrey Byerley	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Scott Dianis	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	MaryAnn DiNatale	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Micheline Pelletier	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Iris Roskell	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Martha Mahoney	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Sandra Morrison	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Matthew Murphy	Pollworker	\$9.25/hr	7/1/2020
Town Clerk	Sanders Whitman	Pollworker	\$9.25/hr	7/1/2020

B. Appointments by the Town Manager

Dan Koh moved that the Board vote to approve the following appointments by the Town Manager. Annie Gilbert seconded the motion. Roll call: D. Koh-Y, C. Huntress-Y, A. Gilbert-Y, A. Vispoli-Y, L. Gregory-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
CD&P – Health Division	Amy Ewing (Joanne Belanger)	Assistant Director of Public Health	\$80,487.84/yr	7/20/2020
Community Services – Recreation	Gabriella Rickards	Lifeguard	\$13.50/hr	7/6/2020

Community Services – Youth Services	Abbie Ledoux	Counselor 2	\$12.00/hr	7/7/2020
Community Services – Youth Services	Yasser Maita	Counselor 2	\$12.00/hr	7/7/2020
Community Services – Youth Services	Jayronn Chevalier	Counselor 2	\$12.00/hr	7/7/2020
Community Services – Youth Services	Jack Summers	Counselor 2	\$12.00/hr	7/7/2020
Community Services – Youth Services	Daniel Ivanovich	Counselor 2	\$12.00/hr	7/7/2020
Spring Grove Cemetery Trustees	Kevin Connors	Member	Term Expires 6/30/2023	7/1/2020

**VI. Approval of Minutes**

Chris Huntress moved to approve the minutes of May 18, 2020, June 8, 2020, June 15, 2020 and June 22, 2020 as written. The motion was seconded by Dan Koh. Roll call: A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y. Motion passes 5-0.

**VII. Adjourn**

At 10:08 P.M. Dan Koh moved to adjourn the meeting of July 13, 2020. Alex Vispoli seconded the motion. Roll call: A. Vispoli-Y, A. Gilbert-Y, D. Koh-Y, C. Huntress-Y, and L. Gregory-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary